

Dublin Schools

DUBLIN UNIFIED SCHOOL DISTRICT

DISTRICT VAN USAGE REQUEST FORM

Vans may be reserved for authorized school activities for grades 2-12 only.

Vans seat seven (7) passengers and (1) driver.

Teacher(s): Please complete and submit van request as soon as trip is confirmed.

Keys may be picked up between 8:00 a.m. and 3:00 p.m.

TO BE COMPLETED BY SITE

Date of Request _____ Teacher(s) _____ School _____

Contact Phone # _____

Grade(s) _____ Activity _____ Destination (Place, City) _____

Person/Agency to Invoice (i.e. ASB, PFC) _____

Date of Trip _____ Trip Departure Time _____ Trip Return Time _____

Van Pickup Time _____ No. of Vans _____ No. of Students _____ No. of Adults _____

Driver _____ License # _____

Cost Estimating: Round Trip Miles _____ x \$0.54 per mile = _____ x _____ No. of Vans = \$ _____ Total

Account Number: To be completed when charging the van use to a site budget.

FUND	OBJECT	RESOURCE	GOAL	FUNCTION	LOCATION	MGR	YR	OPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal's Approval: _____ Date: _____

TO BE COMPLETED BY DISTRICT OFFICE

MAINTENANCE USE:

_____ Confirmed _____ Not Available Comment: _____

Maintenance Secretary: _____ Date: _____

BILLING INFORMATION: January 1, 2016 – December 31, 2016

_____ round trip miles x \$0.54 per mile = \$ _____ Van No. _____
_____ round trip miles x \$0.54 per mile = \$ _____ Van No. _____
_____ round trip miles x \$0.54 per mile = \$ _____ Van No. _____
Total of Van Usage for trip \$ _____

Cleaning Charge:

Any van returned which is not clean and/or refueled will be charged a surcharge of \$0.555/mile.

Round trip miles _____ x \$0.54 = \$ _____ x _____ No. of Vans = \$ _____ Total

Account Number: 010.8689.0000.0000.0000 Copy sent to Accounts Receivable: _____

VAN TRIP PROCEDURES

The district has three (3), seven (7) passenger vans which may be reserved for authorized school activities for grades 2 – 12 only. Trips which utilize District vans, require the submission of the District Van Usage Request Form, BO64-90 (Exhibit 7). This form is to be sent to the Maintenance Department.

A. Scheduling Procedures

It is the responsibility of the person desiring transportation to complete the District Van Trip Request Form and submit to the Maintenance Department.

1. Vans are scheduled on a first come, first served basis. Call the Maintenance Office, 828-2551, ext. 8060, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, to schedule the use of a district van.

B. Procedure to Complete the District Van Trip Request Form

1. The District Van Trip Request Form is to be completed by the requesting site. Accounting data is obtained from the school office and is found in the budget for district funded events. Enter PFC to indicate payment by the Parent Faculty Club.
2. Complete the activity, i.e., museum visit, varsity track.
3. Complete the destination, i.e., Great America.
4. In completing the date, departure and return time, please ensure accuracy and allow for traffic conditions when determining the time. Having the vehicle back on time is essential, as many times the van is scheduled for more than one usage per day.
5. It is mandatory for insurance purposes that the information on the driver and license number is on file in the Maintenance Department prior to the use of the van. The driver must possess a valid California Drivers License, be at least 21 years of age, and have no restrictions to the license, or more than one (1) moving violation in the past three (3) years. It is the Principal's responsibility to ensure compliance with this requirement.
6. Cost estimating is a best estimate of the distance to be traveled. Final billing is based on mileage figures from the Van Check In/Check Out Form, BO62-90. If you cannot estimate the distance to be traveled, call the Maintenance Office (828-2551, ext. 8060) for assistance.
7. Principal's approval indicates that the trip is authorized, funding is available and the driver meets the District requirements.

C. Van Check Out Procedures

When checking out a van you will receive a numbered key ring which corresponds to the number assigned to your van. The ring contains three keys (ignition, door and gate key). The gate key opens the gate to the south of the Maintenance Office near the Senior Center. After receipt of the keys, complete the Van Check In/Check Out Form, BO62-90, found in the van. If you have any questions, a Maintenance Department person will assist you.

1. **Check Out During Normal Working Hours**
The vans may be checked out between the hours of 8:00 a.m. and 3:00 p.m. on school days. All van keys must be picked up by 3:00 p.m. If you are unable to pick up van keys by 3:00 p.m., have your site secretary or clerk/typist for Athletics contact the Maintenance Department (828-2551, ext. 8060) to make other arrangements. The check out location is the Maintenance Office at the District Office.
2. **Check Out After Normal Working Hours**
If it is necessary to check out a van after 3:00 p.m., contact the Maintenance Department, 828-2551, ext. 8060, for arrangements prior to the day of the trip.

D. Van Driver Responsibilities

The van driver must complete the Van Check In/Check Out Form when checking the vehicle out which is located in the glove box.

1. No more than seven (7) passengers and one (1) driver are transported.
2. Seat belts must be worn at all times.
3. Only the assigned driver is allowed to operate the van. Under no circumstances shall anyone under the age of 21 years operate the van.
4. Return the van to the district yard at the time indicated.
5. All damage, however slight, must be reported.
6. Any discrepancies noted or suggestions to offer are indicated in the "Comments" block on Form BO62-90.
7. The beginning and ending mileage must be properly recorded.
8. The van must be properly locked when not occupied and when the vehicle is returned. A locking device is in place in the van and will be demonstrated when the van is checked out.

E. Van Check In Procedures

Vans may be checked in at any time. Be sure the van is clean and free of trash and debris. Any van returned which is not clean and/or refueled will be charged a surcharge of current mileage rate per mile used.

1. **Check In During Normal Working Hours**
During normal working hours, 8:00 a.m. - 3:30 p.m., return the keys and completed Van Check In/Check Out Form to the Maintenance Office.
2. **Check In After Normal Working Hours**
After normal working hours, gain access to the yard through the south gate using the key found on the key ring and park the van in the assigned space. Be sure the van is properly locked. Complete the Van Check In/Check Out Form and drop the form and keys in the mail slot of the door to the Mechanics Shop (adjacent to the parking space).